



***Completion of Referee Report for Applicant  
for EREA Senior Leader position***

Dear Colleague

Thank you for supporting the important process of the selection of senior leaders in an Edmund Rice school. Your input is greatly valued and is seen as a very important component of the selection process.

It is expected that the applicant has discussed the advertised position with you, but to assist you in completing this referee report, a copy of the role statement is attached.

I would be grateful if you could complete the referee report on the attached form and return it to:

[recruitment@erea.edu.au](mailto:recruitment@erea.edu.au)

before Wednesday, 11 July 2018

*(Please use the applicant's name as the subject)*

Thank you once again for your support.

Yours sincerely

**Michael Horsley  
Director of Staff Services  
Edmund Rice Education Australia**



## Duties and Responsibilities of the Head of Campus

**Note:** This statement is the accepted generic statement for Head of Campus positions. There may be particular information relevant to a specific school included in other documents.

The Head of Campus (HOC) has delegated responsibility from the Principal Youth+ for the management and leadership of the Flexible Learning Centre (FLC) campus and any outreach services related to that campus. He / she provides leadership and supervision to staff and the young people of the campus, working collaboratively with the Principal, Network Support Team members and other Youth+ personnel as required.

The Head of Campus is responsible for the day to day operation of the campus in keeping with the policies, procedures, guidelines and legislative requirements applying to the facility. The Head of Campus, in collaboration with the Principal Youth+, develops and leads the strategic directions of the school.

### EDUCATIONAL LEADERSHIP:

#### The Head of Campus:

- oversees the learning choices framework within the FLC;
- collaborates with the Principal, Network Teams and FLC staff to ensure a socially inclusive learning choices framework that responds to the physical, intellectual, social, spiritual and cultural needs of young people;
- works collaboratively with staff to compile and maintain the timetable for young people and staff;
- works collaboratively with the staff and Network teams to ensure that the program provision is culturally appropriate;
- ensures that the FLC offers all young people appropriate accredited and non-accredited learning opportunities to meet the individual needs of each young person;
- ensures that each young person has a current Personal Learning Plan (PLP) through which their engagement and educational program is negotiated;
- ensures that an effective and appropriate transition program is provided for young people;
- has knowledge or the ability to acquire knowledge of state based and national curriculum.



## RELATIONAL LEADERSHIP: YOUNG PEOPLE

### The Head of Campus:

- ensures that the FLC operates according to the Principles of Operation (Respect, Participation, Honesty and Safe and Legal) and the Common Ground philosophy as articulated in the Foundation Statement;  
<https://youthplusinstitute.org.au/wp-content/uploads/2018/02/EREA-Youth-Foundation-Statement.pdf>
- ensures the FLC responds to the pastoral and wellbeing needs of each young person;
- ensures child protection preventative procedures are established and implemented according to EREA and State policy;
- establishes and maintain relationships and partnerships with parents, carers, significant others and/or families of young people;
- maintains visibility and presence amongst the young people and staff of the FLC;
- establishes and maintains communication, rituals, the calendar and celebrations for the young people and staff;
- engenders a culture of safety within the FLC.

## RELATIONAL LEADERSHIP: STAFF

### The Head of Campus:

- develops and leads a culture of professional supervision;
- leads staff in regular whole team reflective practice sessions including daily staff debrief and regular staff meetings;
- assists staff in their professional development, personal formation and the maintenance of an individualised self-care plan;
- leads staff in the development and implementation of the school's operational and strategic planning process;
- supports staff in their professional development through informal and formal processes (e.g. participating in regular supervision, performance development reviews and reflective practice);
- supports a new staff induction process;
- ensures staff are familiar with and compliant with EREA policy frameworks including the Code of Conduct.



## IDENTITY LEADERSHIP

### The Head of Campus:

- leads the FLC in line with the social justice framework of Youth+ and Edmund Rice Education Australia (EREA), as articulated in the Charter for Catholic schools in the Edmund Rice tradition;
- ensures that the relevancy and expression of the values and charism is evident to all staff in the daily operational and all strategic practices of the FLC;
- is responsible for inner leadership and self-care, through spiritual development, personal formation and professional development;
- engages in professional supervision and maintains a personal self-care plan.

## ADMINISTRATIVE LEADERSHIP

### The Head of Campus:

- maintains appropriate records and prepares reports as required by the Principal;
- in consultation with the Principal, oversees the building services, facilities and security of the FLC;
- implements the risk management plan;
- administers enrolment procedures in accordance with the FLC Enrolment Policy;
- engages parents, carers and the community, keeping them involved and informed;
- compiles and completes statistical, census and other returns as required by EREA, Youth+, Catholic education, government and other bodies;
- takes responsibility for the financial management of the school budget in partnership with the Principal;
- participates in selection and recruitment processes for school staffing;
- leads the implementation and development of appropriate school support groups;
- supports the implementation of the school improvement processes and maintains compliance with annual government, EREA and Youth+ reports.



## COMMUNITY LEADERSHIP

### The Head of Campus:

- liaises and develops service referrals to appropriate government and non-government agencies, at appropriate levels, to support the health, mental health and wellbeing needs of young people;
- develops partnerships with key agencies to support services being delivered on site at the FLC where appropriate/possible;
- ensures young people are supported to access services e.g. counselling, health support, community activities;
- works collaboratively with the staff and Network teams to support/develop cultural links and community and family connections which will support the engagement and connection of young people to their learning and the wider community;
- participates in program provision to ensure the wellbeing of all staff and young people in an inclusive learning environment;
- participates in the routines and activities of the FLC e.g. morning meetings, lunches, camps, staff debriefs etc.;
- oversees and supports access to a range of programs/activities during the school holidays (Holiday Program) to maintain connections for vulnerable young people.

Carries out duties and tasks that may be reasonably assigned by the Principal from time to time.